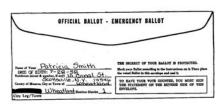
Emergency Ballot Instructions (Machine Breakdown Instructions)

If a voting machine malfunctions, you must call the BOARD OF ELECTIONS for <u>permission</u> from the Commissioners to use <u>EMERGENCY BALLOTS</u> until the voting machine is fixed.

- 1) Have the Voter sign the poll book, as usual, but write E.B. (Emergency Ballot) in the Public Counter Box.
- 2) Provide the voter with a paper ballot. Instructions are on the ballot.
- 3) Instruct the voter to privately vote the ballot, and seal it in the the Green and White Emergency Ballot envelope.
- 4) Voter fills out all information on both sides of the Green and White Emergency Ballot envelope.
- 5) Voter returns the ballot sealed in the envelope to the Inspector.
- 6) The inspector makes sure it is signed and filled out properly.
- 7) The inspector should sign "signature of witness."
- 8) Place voted ballot in Affidavit Return Envelope.
- 9) Add voter's name to the front of the Return Envelope.

All Emergency Ballots are returned <u>UNOPENDED</u> to the Board of Elections where they will be counted electronically.





Emergency Ballot Envelope "

